



Application for a Orange County
Vital Record

TOM DALY
County Clerk -Recorder

INFORMATION: The Orange County Clerk-Recorder only has records of birth, marriage and deaths that occurred in Orange County. For all other records you must contact the county in which the event took place or contact the State Office of Vital Records, 304 S. Street, P.O. Box 730241, Sacramento, CA 94244-0241.

INSTRUCTIONS: Use a separate blank application for **each** record requested. **All sections must be completed in their entirety.** Please send \$18.00 for birth and \$13.00 death or marriage records for each certified copy requested. If no record is found, the fee will be retained for searching as required by statute and a "Certification of No Record" will be sent.

PAYMENT OPTIONS :

Mail orders – Check or money order. Include with this application sufficient money, in the form of a personal check, postal or bank money order, made payable to the "Orange County Recorder". Mail this application along with the fee to the Orange County Clerk-Recorder's Office, 12 Civic Center Plaza, Santa Ana, CA 92701. Please allow 5-10 business days for processing.

Walk-in customers - Check, money order or cash, (same day service).

CERTIFICATE INFORMATION – PLEASE PRINT LEGIBLY OR TYPE

1. Give all the information you have available for the identification of the record. If the information you furnish is incomplete or not accurate, it may be impossible to locate the record.
2. The County Clerk-Recorder may provide a certified copy of a record to an authorized person only. If a requestor does not meet the requirement of an authorized person (as described in Health & Safety Code Section 103526), the County Clerk-Recorder may only issue an informational certified copy of the record with a legend stating "**INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY.**" This section of the application must be completed **prior to submission** and no refund or exchanges will be made after the copy has been issued. Please indicate the number of certified copies you are requesting. Select one of the following:

BIRTH

MARRIAGE

DEATH

Name of Person (s) on the Record– First Name

Middle Name

Last Name

City or Town of Occurrence

Mother's Maiden Name

Date of Event (If unknown, enter approximate date)

Indicate "Authorized Certified Copy or "Informational Certified Copy"

Number of Copies Requesting

APPLICANT INFORMATION – PLEASE PRINT LEGIBLY OR TYPE

1. When **Appearing In Person** –The Orange County requires government issued photo identification. You will need to sign the application under penalty of perjury in front of a member of our staff.
2. **Mail Requests** - You will need to sign the penalty of perjury statement on the reverse side of this form **in front of a notary public.**

Name of Person Completing

Relationship to Person on the Record

Application Purpose for Which Certificate is to Be Used

Daytime Telephone Number – Area Code First

Address – Number, Street, and Unit # (if applicable)

City

Zip Code and State

Driver's License #

I agree not to use the above referenced record obtained from this application or any portion thereof, for fraudulent purposes.
I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date

Signature

Note: If submitting your order by mail, you must have your sworn statement notarized using the Certificate of Acknowledgment below. Only one notarized statement is required per order not per certificate.

SWORN STATEMENT

I, _____, swear under penalty of perjury under the laws of the
(Printed Name)
State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am
eligible to receive an authorized certified copy of the birth, marriage or death record of the following individual(s):

Name of Person Listed on Certificate	Relationship to Person Listed on Certificate

Sworn this _____ day of _____, 20____, at _____, _____ (Day) (Month)
(City) (State)
(Signature) _____

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)
) ss
County of _____)

On _____, before me personally appeared _____,
_____ personally known to me, or _____ proved to me on the basis of satisfactory evidence, to be the
person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the
same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon
behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.
(NOTARY SEAL)

INSTRUCTIONS

1. If you are requesting a certified **Informational Copy**, complete only the Applicant and Registrant Information portions of the application. A notarized statement is required for informational copies. If you are requesting an **Authorized Certified Copy**, complete the entire form, including the notarized statement portion.
2. If you submit your order in person, you must sign a sworn statement in the presence of County Clerk-Recorder staff. If you submit your request by mail, you must complete the attached statement and sign it in the presence of a Notary Public. **PLEASE NOTE: Only one notarized sworn statement is required for multiple certificates requested at the same time; however, the sworn statement must include the name of each individual whose record you wish to obtain and your relationship to that individual.**
4. Use a separate application form for each different record for which you are requesting a certified copy (if submitting your request by mail, remember to identify each certificate requested on the sworn statement).
5. Complete the **Applicant Information** section and provide your signature where indicated. Give all the information you have available to identify the record. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.
6. Submit **\$18** for **each** certified copy of a birth record and **\$13** for each copy of a marriage or death record requested. If no record of is found, the fee will be retained for searching as required by statute and a Certificate of No Public Record will be issued.
7. If you are mailing your request, indicate the number of certified copies you wish and include sufficient money with this application, in the form of a personal check, postal or bank money order made payable to the **Orange County Clerk-Recorder**. Mail application with the fee(s) and a self-addressed stamped envelope to:

Orange County Clerk-Recorder
Atten: Vital Records Unit
12 Civic Center Plaza, Room 106
Orange, CA 92701

For further information, please feel free to contact the Vital Records unit at 714-834-2568.

Thank you and we look forward to serving you.